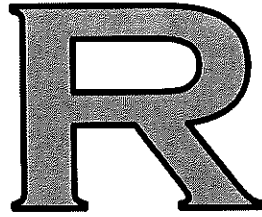


Ridgewood Local School District

Mr. Mike Masloski
Office of the Superintendent
301 South Oak Street
West Lafayette, Ohio 43845

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Jean McVay, Administrative Assistant



April 16, 2024

ADMINISTRATION POSTING 2024-2025 SCHOOL YEAR

POSITION:

- 4-7 Principal @ Ridgewood Middle School

SALARY & BENEFITS :

- Salary based on Current Administrator's formula and years of experience
- Benefits based on Current REA agreement

QUALIFICATIONS:

- At least 5 years Teaching Experience
- Masters level with an Active Administrator's Certificate
- New FBI/BCI, Drug Test
- Personality background checks may be made
- Three written letters of reference current within the last year

Job Description as posted.

See Mr. Masloski if you have any questions – Internal applications are due by April 23, 2024 to the central office.

*Mike ml
4-15-24*

Job Description

Principal

Qualifications

1. Administrative Certificate or eligible for one in the assigned (K-3; 4- 9; 7-12) building area
2. At least 5 years of successful Teaching
3. Experience in scheduling, organizing, working with groups (Boosters, PTOs alumni, etc)
4. Complete knowledge of successful instruction, especially in the core of reading, writing and math
5. Trained OTES Evaluator
6. Excellent Character
7. Self-Starter; Self Motivated
8. Problem Solver
9. Communication Skills—Written and Oral
10. Great Record keeping Skills

General Responsibilities

Safety and security of students and staff

Instructional Leader of the Building

Supervisor of all personnel and students

Building management and maintenance

Staff and Student accountability and performance

Program development

Budget allocations

Stakeholder Involvement

Implementation of Board Policies

Duties

1. Ensures the safety and well-being of all students and staff
2. Applies the NEOLA District Policy/Guidelines in all decision making processes
3. Prepares and maintain Student/Staff Handbooks and Expectation Guidelines
4. Keeps the Mission of the School District in the fore-front of all decisions
5. Uses the Public School Works Discipline Guidelines for tracking the Ridgewood student's Code of Conduct (Behaviors and Attendance).
6. Evaluates Teachers thru the OTES and the Non-Certified staff thru Board adopted evaluation models
7. Sits in on IEP conferences as needed
8. Oversees and Coordinates the programs for successful transitions of all students (especially in the critical stages Pre-k to Kindergarten, 3 to 4th Grades, 7th to High School)
9. Conducts Open Houses and Parent/Teacher Meetings as necessary
10. Coordinates and records the necessary safety and fire drills—maintains a building safety plan.
11. Coordinates and maintains building use and afterschool activities
12. Requests and monitors the expenditure of all building fees and funded moneys
13. Conducts monthly building and grade level meetings with all staff
14. Works with the Curriculum director in overseeing the total instructional needs of the building
15. Coordinates all state and local testing within the building
16. Maintains control of all inventories, requisitions, distribution of supplies and equipment
17. Plans all assemblies (especially Veterans Day), recognition days and appropriate building programs
18. Prepares all reports and maintains the records required by law and the Ridgewood Board Policy
19. Attends Monthly Board meetings; meets regularly with the Superintendent
20. Attends all Building after school functions, or make sure that all functions have a building representative present during the time of the school sponsored function
21. Assists in selecting all staffing needs/secures substitutes as needed
22. Involves the stakeholders in Continuous Improvement Planning
23. Explores all avenues of communications with the Public (newsletters, webpages, social media)
24. A member of the LPDC committee to help lead the Professional Development of the building Staff.
25. Assess the building Climate and Culture of the building and develops plan to improve that environment

26. Where appropriate, attends functions/meetings related to the Athletic League affiliations, MVESC and Coshocton County Career Center
27. Acts as a liaison with the Alternative and Digital Schools
28. Performs other related duties as required of the position and/or instructed by the superintendent

Salary and Benefits to be determined by the Ridgewood Board of Education

Reviewed and adopted by Board Action _____

Date